

WORKPLACE INVESTIGATIONS



IN-PERSON

WORKPLACE INVESTIGATIONS

Overview

Internal workplace investigations are both an art and a science, requiring a blend of careful strategy and human connection. In this interactive full-day training with Fisher Phillips attorneys David Amaya and Hannah Sweiss, you'll learn step-by-step best practices for uncovering the facts while maintaining employee trust.

From handling sensitive allegations to gathering and assessing evidence, you'll know when investigations should take place, who should lead them, and dos and don'ts during the full process. Designed for HR professionals, managers and legal teams, this course will prepare you to navigate even the most challenging workplace conflicts with confidence and integrity.

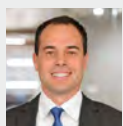
In this course, you'll learn:

- Best practices and top dos and don'ts during the investigation process
- How to document, gather and assess evidence
- Strategies for uncovering the facts while maintaining employee trust
- Interviewing techniques

You'll also receive valuable bonus resources:

- Investigation Checklist
- Investigator's Desk Guide
- Witness Interview Templates (General and Alleged Wrongdoer)
- Guidelines for Conducting Witness Interviews
- Investigation Report Template
- Sample Investigation Report

Speakers:



David E. Amaya, Partner is a partner in Fisher Phillips's San Diego office and has devoted his entire legal career to representing employers. His

practice focuses on the representation of employers in the health care and hospitality industries in both union and non-union settings. He also represents clients in a wide range of other sectors, from retail to transportation to education.



Hannah Sweiss is a partner in Fisher Phillips's Woodland Hills and Los Angeles offices and co-chair of the firm's California Class Action and PAGA Group

and Healthcare Industry Group. Hannah represents and defends employers including Fortune 100 companies. She has been lead counsel in numerous wage and hour class action lawsuits, and handles single- and multi-plaintiff claims such as harassment, discrimination and wrongful termination. She advises employers on preventive measures to mitigate litigation arising from a range of human resources issues.

Important Information

Registration deadline: Sept. 8, 2026.

Valid payment information must be received with your registration.

Register online using the QR code or URL at bottom right. You'll have the option to pay online or by check.

If paying by check, make check payable and mail to: HASC, File 1361, Pasadena, CA 91199-1361.

Cancellations

Program cancellations received in writing by **Sept. 8, 2026**, will be subject to a \$50 processing fee.

We welcome substitutions.

Refunds will not be granted after Sept. 8 or for no-shows. Fees are not transferable to other programs.

Continuing Education Credits

Hospital Association of Southern California is recognized by SHRM to offer Professional Development Credits (PDCs) for SHRM-CP® or SHRM-SCP® recertification activities. This program is valid for 6.50 PDCs for the SHRMCP® or SHRM-SCP®.

Parking

Parking will be validated at this location (enter garage from Figueroa St. or Fremont Ave.). If you'd like to skip traffic and parking fees, we encourage you to take public transit — many Metro, LADOT and other lines stop within walking distance of the building.

Special Needs or Questions

For ADA assistance or general registration questions, contact Sherita Aquino, saquino@hasc.org or (213) 538-0767.

TUESDAY, SEPT. 15, 2026

Check-in: 8:30 a.m. Pacific Time
Event: 9 a.m.-5 p.m. Pacific Time

Manulife Investment Plaza

515 S. Figueroa St.
Third Floor Conference Room
Los Angeles, CA 90071

\$355

Early bird rate

Register by Friday, Aug. 7

\$395

Members,
per person

\$435

Non-members,
per person

Discounts available for groups of three or more.

For more information, please contact Sharri Dixon, sdixon@hasc.org.

Register online by Sept. 8



Scan the QR code to register online, or visit qrco.de/wpinvestigation

AGENDA: Workplace Investigations

Subject to change

8:30 – 9 a.m.	Welcome/Introductions
9 – 9:10 a.m.	Check-in / Breakfast
9:10 – 11:10 a.m.	Part One: Introduction and Pre-Investigation Considerations • Interview Exercise • Case Study • Purpose of Investigations • When to Investigate • Who should Investigate • Who to Notify • Attorney Client Privilege • Considering Interim Action • Investigations Involving Third Parties • Investigations Involving Off-Duty Conduct • Union Considerations
11:10 – 11:20 a.m.	BREAK
11:20 a.m. – 12:30 p.m.	Part Two: Planning and Conducting the Investigation, Reaching Conclusions and Drafting the Investigation Report • Case Study • Selecting the Investigator • Obtaining and Reviewing Documentation and Other Evidence • Planning for Witness Interviews
12:30 – 1:30 p.m.	LUNCH/NETWORKING
1:30 – 2:30 p.m.	Part Two Continued: Planning and Conducting the Investigation, Reaching Conclusions and Drafting the Investigation Report • Conducting Witness Interviews • Assess Credibility • Reaching Conclusions • Assessing Credibility
2:30 – 2:40 p.m.	BREAK
2:30 – 4:30 p.m.	Part Three: Drafting the Investigation Report, Post-Investigation Considerations and Case Studies • Drafting the Investigation Report • Deciding on Appropriate Corrective Action • Post-Investigation Considerations • Case Studies
4:30 – 4:45 p.m.	Wrap-up/Evaluations
4:45 – 5 p.m.	Questions/Dismiss